

# Iowa's Twenty-First Century Workplace Skills

Choosing a career is a complex process that involves many steps and requires you to learn about yourself. However, choosing a career now, does not necessarily mean that you will remain in that same career forever. In fact, according to the U.S. Department of Labor's Bureau of Labor Statistics workers between the ages of 18 and 38, change jobs 10 times.

One part of the career exploration process is to determine your skill set. This will provide an awareness of skills you possess, strengths and weaknesses, and identify specific occupations that require your skill set.

A tool that can be used along the process is O\*NET, (Occupational Information Network),

a comprehensive database that contains information about skills, knowledges, abilities, interests, general work activities, and work context. O\*NET is the nation's primary source of occupational information and conducts periodic surveys of businesses and workers in order to obtain details on occupations. You can use this information to conduct a self-assessment of the skills you possess or plan to acquire. The on-line O\*Net system ( <http://online.onetcenter.org>) can link your skills to specific occupations and information that can be used to further investigate your career choices and make informed decisions. Many of the skills can be obtained through continuing your education. Hint: The more education, the more skills, the more career choices you will have.

### Basic Skills develop capacities that facilitate learning or the more rapid acquisition of knowledge.

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Active Learning — Working with new materials and/or information and understanding the implications for both current and future problem-solving and decision-making.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Mathematics — Using mathematics to solve problems.
- Monitoring — Monitoring/assessing performance of yourself, others, or organizations to make improvements or take corrective action.
- Reading Comprehension — Understanding written sentences and paragraphs.

- Science — Using scientific rules and methods to solve problems.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate.

### Complex Problem Solving Skills develop capacities used to solve novel, ill-defined problems in complex, real-world settings, evaluate options and implement solutions.

### Workplace Skills develop capacities used to work with a variety of people to achieve goals for the organizations or business.

- Team Work – Capacity to work with a variety of people to achieve goals.
- Time Management – Managing one's own time. Getting to work on time and meeting deadlines with work assignments.
- Financial Management - Determining how money will be spent to get the work done, and accounting for these expenditures.
- Material Management - Obtaining and seeing to the appropriate use of equipment, facilities, and materials



# Career Exploration and Planning

## **Social Skills develop capacities used to work with people to achieve goals**

- Coordination — Adjusting actions in relation to others' actions.
- Instructing — Teaching others how to do something.
- Negotiation — Bringing others together and trying to reconcile differences.
- Persuasion — Persuading others to change their minds or behavior.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding them.

## **Systems Skills develop capacities used to understand, monitor, and improve socio technical systems.**

- Judgment and Decision Making — Considering the relative costs and benefits of potential actions and choose the most appropriate.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

## **Technical Skills develop capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems.**

- Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Equipment Selection — Determining the kind of tools and equipment needed to do a job.
- Installation — Installing equipment, machines, wiring, or programs to meet specifications.
- Operation and Control — Controlling operations of equipment or systems.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Operations Analysis — Analyzing needs and product requirements to create a design.
- Programming — Writing computer programs for various purposes.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Repairing — Repairing machines or systems using the needed tools.
- Technology Design — Generating or adapting equipment and technology to serve user needs.
- Troubleshooting — Determining causes of operating errors and deciding what to do about it.

## Investigating Careers

Sometimes our ideas about a career have little to do with its reality. This is why it is so important to investigate a possible career before it is pursued. Unfortunately, this step in career planning is the one most often skipped, since it does take some effort. However, considering the effort (not to mention money) it will take to earn a degree or license toward your chosen profession, it is well worth your time. Just imagine spending four years and thousands of dollars earning a degree, only to discover that

the job you dreamed of is nothing like reality. By reading career descriptions in this guide, you've already taken the first step toward investigating careers, but now it is time to take the next step. You'll find there are a number of great ways to begin exploring careers. They include:

- Informational interviews
- Job shadowing
- Internships
- Volunteer work
- Part-time or temporary work



## Informational Interviews

Informational interviews are the most direct way to find out about an occupation and to establish contacts. All you need to do is find someone who has the kind of job you want and is willing to talk. Don't be afraid that you are wasting their time; you'd be surprised how many professionals are willing to share their experience with an enthusiastic newcomer.

### Questions to ask:

- How did you get into this type of work?
- What type of preparation/education/training did you have? What is required?
- What do you enjoy the most/least about your job?
- What three skills do you use most often on the job?
- Describe a typical day or week at your job.
- Describe difficulties you regularly face on the job.
- What are the advancement opportunities and limits?
- What must a person know to stay competitive?

Remember to thank the interviewee verbally and shake hands. Remember to ask for a business card, and to be referred to others who might be willing to grant you an interview.

## Job Shadowing

Job shadowing gives you a chance to directly observe someone on the job. You may spend anywhere from a few hours to a few days watching, listening, and asking questions as the employee performs his job. It's a great way to see firsthand the skills needed for a career you may be considering.

## Internships

Internships are basically short-term jobs that may last for a few weeks or a few months. They may be paid or unpaid positions, but for your time and labor, you'll gain on-the-job experience



under the guidance of a supervisor, enhance your qualifications, and make valuable professional contacts.

## Volunteer Work

Volunteer work may not earn you a paycheck, but it pays off in other ways. It looks great on a college application or resume, particularly if your work experience is limited. Like an internship, volunteer work gives you actual work experience and helps you make valuable professional contacts.

## Part-Time or Temporary Jobs

Looking for part-time work related to your long-term career goals is a great way to gain experience, make contacts, and to help you decide if a certain career is right for you. If you haven't decided on long-term career goals, part-time jobs provide you with the opportunity to try out several types of work. Finding out you don't like something is just as important as discovering the things you do enjoy. Remember, even if the part-time job doesn't turn out to be all that you'd hoped for, your good performance can provide you with great references for future positions.



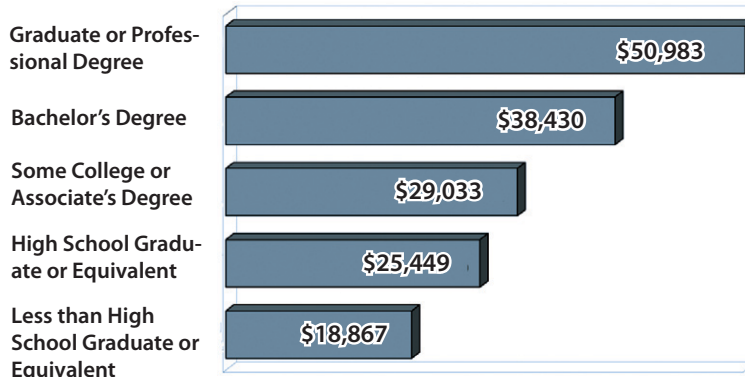


## Education Pays

The chart on the right shows that in Iowa, your level of education can make a substantial difference in the amount of money you earn. For example, the median earnings for an associate degree (two-year) is more than one and a half times that of a high school dropout. Individuals who continue their education and earn a Bachelor's degree (four-year) will earn more than twice the amount of high school dropouts. People with an advanced degree such as a graduate or professional degree (six or more years) will earn more than two and a half times that of high school dropouts. Not sure if four or more years of college is for you? Education can still help you earn more. Did you know that by simply completing a high school education Iowans can increase their annual median income by \$6,582 and receiving an associate degree has the potential to annually increase income by \$10,166?

The pie chart below shows a breakdown of Iowa occupations based on five education and training

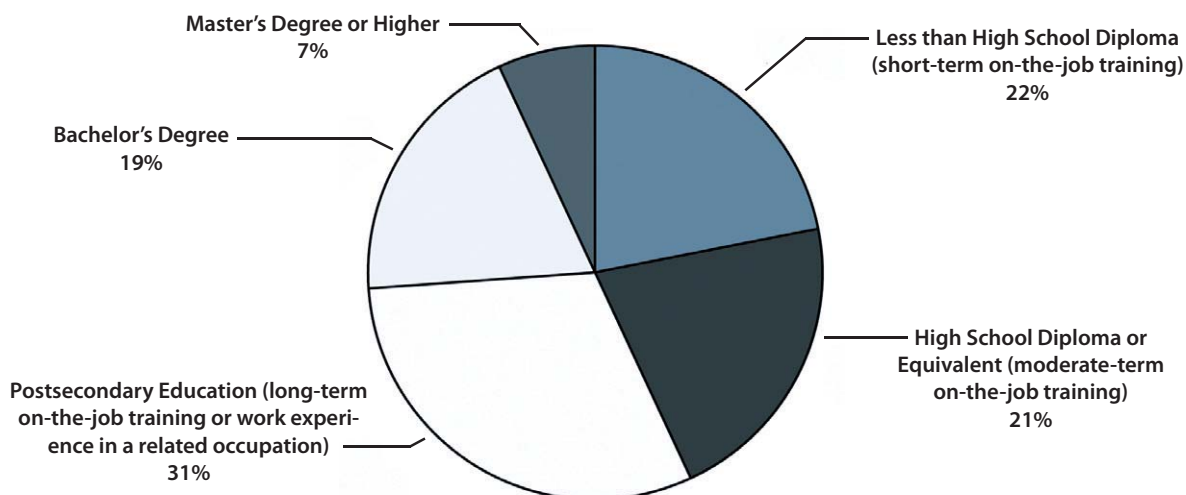
### Iowa Median Earnings for Workers 25 years of age and older by educational attainment



Source: U.S. Census Bureau, 2005 American Community Survey

levels. The chart shows that the largest segment of jobs, 31%, will require a postsecondary education. However, almost 60% of all jobs will require education beyond high school. There are occupations that require less education which generally offer less pay, fewer benefits, and part time hours which may require workers to hold more than one job to make ends meet. These occupations can be used as a starting point into the world of work.

### Iowa Occupations by Education/Training Requirements, 2005



## College Entrance Requirements

Career planning begins with educational planning. Every year, thousands of students register for the next year's classes, often without much thought about the future. If you take the minimum number of classes, you may be shutting out opportunities for success. The courses you

take provide the educational foundation upon which you build your career choices, so take as many as possible. Be sure to select courses that will enable you to reach your career goals. If you can, take advanced placement or college credit courses while in high school to get a headstart.

### Recommended High School Courses:

#### Optimal

Four years of a single foreign language

Four years of English

Four years of math

Four years of natural science

Three to four years of social studies

Other courses with high academic standards; arts; technology.

### Minimum Requirements for Admission to Iowa Regent Universities

#### Iowa State University

Foreign Language: Two years of a single foreign language for admission to the College of Liberal Arts and Sciences. Foreign language courses not required for admission to the Colleges of Agriculture, Business, Design, Education, Engineering, and Family and Consumer Sciences.

English/Language Arts: Four years of English/language arts emphasizing writing, speaking, reading, as well as an understanding and appreciation for literature.

Math: Three years, including one year each of algebra, geometry, and advanced algebra.

Natural Science: Three years, including one year each from any two of the following: biology, chemistry, and physics.

Social Studies: Two years for admission to the Colleges of Agriculture, Business, Design, Education, Engineering, and Family and Consumer Sciences. Three years for admission to the College of Liberal Arts and Sciences.

Other Courses: Specific elective courses are not required for admission.

#### University of Iowa

Foreign Language: Two years of a single foreign language.

English/Language Arts: Four years, with an emphasis on the analysis and interpretation of literature, composition, and speech.

Math: Three years, including two years of algebra and one year of geometry for admission to the College of Liberal Arts and Sciences. Four years, including

two years of algebra, one year of geometry, and one year of higher mathematics (trigonometry, analysis, or calculus), for admission to the College of Engineering.

Natural Science: Three years, including one year each from any two of the following: biology, chemistry, and physics for admission to the College of Liberal Arts and Sciences. Three years, including at least one year of chemistry and one year of physics, for admission to the College of Engineering.

Social Studies: Three years, with U.S. history and world history recommended, for admission to the College of Liberal Arts and Sciences. Two years, with U.S. and world history recommended, for admission to the College of Engineering.

Other Courses: Specific electives are not required for admission.

#### University of Northern Iowa

Foreign Language: Foreign language courses are not required for admission. However, two years of foreign language in high school with a C- or above in the last term will meet the University graduation requirement.

English/Language Arts: Four years, including one year of composition; also may include one year of speech, communication, or journalism.

Math: Three years, including equivalent of algebra, geometry, and advanced algebra.

Natural Science: Three years, including courses in general science, biology, chemistry, earth science, or physics; laboratory experience highly recommended.

Social Studies: Three years, including courses in general anthropology, economics, geography, government, history, psychology, or sociology.

Other Courses: Two years of additional courses from the required subject areas, foreign languages, or fine arts.

### Minimum Requirements for Admission to Iowa Community Colleges

Iowa community colleges have open door admissions policies, allowing all who apply to enroll. However, successful completion of high school courses may reduce the need for remedial courses at the college level. Additionally, community colleges sometimes set admissions requirements for certain high demand programs.

## Career Exploration and Planning

Higher Education is expensive. While it will likely pay off in the long run, you'll have to pay up front. Some people have college funds set aside by their parents, but most of us will need some help paying for school. Luckily for the rest of us, there are many types of financial aid available.

### What is Financial Aid?

Simply stated, financial aid is money to help you pay for college. It comes from federal and state governments, banks, the schools themselves, and private donors. Some types of financial aid must be paid back, others do not. Like applying for admission to a school, there are strict deadlines in applying for financial aid, so make sure to find out about these deadlines well in advance.

### Who Can Get Financial Aid?

The amount and kind of financial aid you receive is based on your financial need, academic record, and the kinds of aid available at the school you attend. Each source of financial aid has its unique requirements, so you must do some research to determine what types you are eligible to receive. Don't assume you won't be eligible as most financial aid sources consider a combination of factors.

### What are the Different Kinds of Financial Aid?

#### Grants

Grants are money given to you, based on financial need, that you do not repay.

**Federal Pell Grants** are awarded to high-need undergraduates to pay for postsecondary education.

**The Supplemental Educational Opportunity Grants (SEOG)** are given to undergraduates with exceptional financial need.

**Iowa Tuition Grants** are based on financial need with priority given to the neediest applicants. The amount may be adjusted for less than full-time study.

**Iowa Vocational-Technical Tuition Grants** are need-based for Iowans enrolled in vocational-technical or career option programs at community colleges. The amount may be adjusted for less than full-time study.

**Iowa Grants** assist needy Iowa residents attending state universities, independent colleges and universities, and community colleges in Iowa. The amount may be adjusted for less than full-time study.

**Iowa National Guard Educational Assistance Grants** are available for members of the Iowa National Guard units who attend eligible Iowa colleges and universities.

**Iowa Education and Training Voucher Grants** are federal funds available to eligible youth aging out of the Iowa foster care system for postsecondary education and training opportunities.

#### Student Loans

Loans are money that is borrowed and must be repaid when you complete or leave school. Before applying for any loan, understand the repayment terms, conditions, and payment amounts.

**Federal Stafford Loans** are low-interest loans for undergraduates and graduates who attend school at least half-time.

**Federal Parent Loans for Undergraduate Students (PLUS)** are available for parents to pay for the education of dependent children who are enrolled at least half time.

**Federal Perkins Loans** are low-interest loans for undergraduates and graduates with high financial need.

**Private Loans** are provided by banks and private institutions and may have higher interest rates than government loans. These loans can help families fill gaps between a student's financial aid package and the amount needed to cover costs.

**Partnership Loan Programs** may be used to fill financial gaps. Iowa residents attending eligible schools across the country at least half-time may be eligible.

**Iowa Teacher Shortage Forgivable Loan Program** is for Iowans who are undergraduates or graduates attending eligible colleges or universities and enrolled at least half-time.

#### Iowa Student Loan Nursing Education Loan

**Forgiveness Program** is for students enrolled in registered nursing or post-baccalaureate nursing educator programs at an accredited Iowa university, college, or other educational institution.

#### Scholarships

Competition for scholarships is intense as they are awarded by a variety of organizations and individuals and do not need to be repaid. The criterion for the award



varies and may include academic performance, financial need, athletic or artistic ability, ethnicity, or field of study.

### Work-Study Programs

These programs provide part-time employment for eligible students attending colleges or universities.

### Military-Related Financial Aid

The Montgomery GI Bill is offered by all branches of the U.S. Armed Forces. Active duty enlistees may receive tuition assistance for approved off-duty courses. Also, a loan repayment program is available for regular or reserve Army enlistees based on years of service.

## Financial Aid Tips

- Soon after January 1st (if you're entering school in the fall) submit your Free Application for Federal Student Aid (FAFSA) by mail or on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Each January, if you are planning to be in school next year, apply for financial aid again. Remember, you must reapply each year.
- Register with the Selective Service. It is required by law, and failure to register may prevent you from receiving federal financial aid.
- Drug charges may make you ineligible for federal financial aid.
- Find out about financial aid deadlines well in advance. Failure to meet a deadline may prevent you from entering school on time.
- If you are under 23, you will need to provide information about your parents' finances on most financial aid applications. Sit down with your

## Iowa College Student Aid Commission

The Iowa College Student Aid Commission is a state agency that advocates for Iowa students and administers scholarship, grant, loan, and related programs to help students finance educational expenses at colleges and universities of their choice. This agency can assist parents and students in filing the FAFSA form and in working with college financial aid offices.

Iowa College Student Aid Commission  
200 10th St., 4th Floor  
Des Moines, IA 50309-3609  
Tel: (515) 242-3344  
Fax: (515) 242-3388  
[www.iowacollegeaid.org](http://www.iowacollegeaid.org)

parents and compile this information so you can use it on applications.

- Keep copies of all your admissions and financial aid documents.
- Contact the financial aid offices of prospective schools and request information on grants and scholarships available through the school.
- If you take out multiple student loans, you may find it easier to pay them off if you consolidate them into one monthly payment. For more information, visit [www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov) or [www.studentloan.org](http://www.studentloan.org).

## College Planning Center

The College Planning Center provides students and their families with information and resources to help them finance their college (and other post-secondary) education. The center's website, located at [www.collegeplanning.org](http://www.collegeplanning.org), is a comprehensive source of financial aid and other college planning information for Iowa.

- Choices®, Iowa's Statewide Career Information and Decision-making System
- College Preparation Information
- Career Planning Resources
- Detailed Financial Aid Information
- Debt Management Tips
- Resources to Help Students be Successful in College
- Information About Guidance Counselors
- Links to Other Helpful Resources





# Career Exploration and Planning

## Iowa Colleges & Universities

### Public Universities

|                             |  |              |                 |
|-----------------------------|--|--------------|-----------------|
| Iowa State University       | 100 Alumni Hall, Ames, IA 50011-2010           | 800-262-3810 | www.iastate.edu |
| University of Iowa          | 107 Calvin Hall, Iowa City, IA 52242-1396      | 800-553-4692 | www.uiowa.edu   |
| University of Northern Iowa | 120 Gilchrist Hall, Cedar Falls, IA 50614-0018 | 800-772-2037 | www.uni.edu     |

### Community Colleges

|   |  |              |                        |
|---|--|--------------|------------------------|
| Northeast Iowa Community College        | P.O. Box 400, Calmar, IA 52132                     | 800-728-2256 | www.nicc.edu           |
| North Iowa Area Community College       | 500 College Dr., Mason, City, IA 50401             | 888-466-4222 | www.niacc.edu          |
| Iowa Lakes Community College            | 19 S. 7th St., Estherville, IA 51334               | 800-521-5054 | www.iowalakes.edu      |
| Northwest Iowa Community College        | 603 W. Park St., Sheldon, IA 51201                 | 800-352-4907 | www.nwicc.edu          |
| Iowa Central Community College          | 330 Ave. M, Fort Dodge, IA, 50501                  | 800-362-2793 | www.iccc.cc.ia.us      |
| Iowa Valley Community College District  | 3702 S. Center St., Marshalltown, IA, 50158        | 866-622-4748 | www.ivccd.com          |
| Hawkeye Community College               | 1501 E. Orange Rd., Waterloo, IA, 50704-8015       | 800-670-4769 | www.hawkeyecollege.edu |
| Eastern Iowa Community College District | 306 W. River Dr., Davenport, IA, 52810             | 800-462-3255 | www.eicc.edu           |
| Kirkwood Community College              | 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404     | 800-363-2220 | www.kirkwood.edu       |
| Des Moines Area Community College       | 2006 S. Ankeny Blvd., Ankeny, IA 50023-8995        | 800-362-2127 | www.dmaccd.edu         |
| Western Iowa Tech Community College     | 4647 Stone Ave., Sioux City, IA 51106              | 800-352-4649 | www.witcc.edu          |
| Iowa Western Community College          | 2700 College Rd., Council Bluffs, IA 51503         | 800-432-5852 | www.iwcc.edu           |
| Southwestern Community College          | 1501 W. Townline St., Creston, IA 50801            | 800-247-4023 | www.swccia.edu         |
| Indian Hills Community College          | 525 Grandview Ave., Ottumwa, IA 52501              | 800-726-2585 | www.indianhills.edu    |
| Southeastern Community College          | 1500 W. Agency Rd., West Burlington, IA 52655-0180 | 866-722-4692 | www.sccia.edu          |

### Private Colleges

|                                    |  |              |                        |
|------------------------------------|--|--------------|------------------------|
| AIB College of Business            | 2500 Fleur Dr., Des Moines, IA 50321-1799        | 800-444-1921 | www.aib.edu            |
| Allen College                      | 1825 Logan Ave., Waterloo, IA 50703              | 319-226-2000 | www.allencollege.edu   |
| Ashford College                    | 400 N. Bluff Blvd., Clinton, IA 52732            | 866-711-1700 | www.ashford.edu        |
| Briar Cliff University             | 3303 Rebecca St., Sioux City, IA 51104           | 800-662-3303 | www.briarcliff.edu     |
| Buena Vista University             | 610 W. 4th St., Storm Lake, IA 50588             | 800-383-9600 | www.bvu.edu            |
| Central College                    | 812 University, Pella, IA 50219                  | 877-462-3687 | www.central.edu        |
| Clarke College                     | 1550 Clarke Dr., Dubuque, IA 52001               | 800-383-2345 | www.clarke.edu         |
| Coe College                        | 1220 1st Ave. NE, Cedar Rapids, IA 52402         | 877-225-5263 | www.coe.edu            |
| Cornell College                    | 600 1st St. W., Mt. Vernon, IA 52314             | 800-747-1112 | www.cornellcollege.edu |
| Des Moines University              | 3200 Grand Ave., Des Moines, IA 50312-4198       | 515-271-1400 | www.dmu.edu            |
| Divine Word College                | 102 Jacoby Dr., Epworth, IA 52045-0380           | 515-876-3353 | www.dwci.edu           |
| Dordt College                      | 498 4th Ave. NE, Sioux Center, IA 51250          | 800-343-6738 | www.dordt.edu          |
| Drake University                   | 2507 University Ave., Des Moines, IA 50311-4505  | 800-446-7253 | www.drake.edu          |
| Emmaus Bible College               | 2570 Asbury Rd., Dubuque, IA 52001               | 563-588-1216 | www.emmaus.edu         |
| Faith Baptist Bible College        | 1900 NW 4th St., Ankeny, IA 50021                | 800-324-8448 | www.faith.edu          |
| Graceland University               | 1 University Place, Lamoni, IA 50140             | 641-784-5000 | www.graceland.edu      |
| Grand View College                 | 1200 Grandview Ave., Des Moines, IA 50316        | 800-444-6083 | www.grandview.edu      |
| Grinnell College                   | 1103 Park St., 2nd floor, Grinnell, IA 50112     | 800-247-0113 | www.grinnell.edu       |
| Hamilton College                   | 4655 121st St., Des Moines, IA 50323             | 800-325-6887 | www.hamilton.com       |
| Iowa Wesleyan College              | 601 N. Main St., Mount Pleasant, IA 52641        | 800-582-2383 | www.iwc.edu            |
| Kaplan University                  | 1801 E. Kimberly Rd. Ste. 1, Davenport, IA 52807 | 800-747-1035 | www.kaplan.edu         |
| Loras College                      | 1450 Alta Vista, Dubuque, IA 52001               | 800-245-6727 | www.loras.edu          |
| Luther College                     | 700 College Dr., Decorah, IA 52101-1042          | 800-458-8437 | www.luther.edu         |
| Maharishi University of Management | 1000 N. 4th St., Fairfield, IA 52557             | 800-369-6480 | www.mum.edu            |
| Mercy College of Health Sciences   | 928 6th Ave., Des Moines, IA 50309-1239          | 515-643-6715 | www.mchs.edu           |
| Morningside College                | 1501 Morningside Ave., Sioux City, IA 51106      | 712-274-5000 | www.morningside.edu    |
| Mount Mercy College                | 1330 Elmhurst Dr. NE, Cedar Rapids, IA 52402     | 800-248-4504 | www.2.mtmercy.edu      |
| Northwestern College               | 101 7th St. SW, Orange City, IA 51041            | 712-707-7000 | www.nwciowa.edu        |
| Palmer College of Chiropractic     | 1000 Brady St., Davenport, IA 52803-5287         | 800-722-3648 | www.palmer.edu         |
| St. Ambrose University             | 518 W. Locust St., Davenport IA 52803            | 563-333-6000 | www.sau.edu            |
| Simpson College                    | 701 N. C St., Indianola, IA 50125                | 800-362-2454 | www.simpson.edu        |
| St. Luke's College                 | 2720 Stone Park Blvd., Sioux City, IA 51104      | 800-352-4660 | www.stlukes.org        |
| University of Dubuque              | 2000 University Ave., Dubuque, IA 52001          | 563-589-3000 | www.dbq.edu            |
| Upper Iowa University              | 605 Washington St., Fayette, IA 52142            | 800-553-4150 | www.uiu.edu            |
| Vennard College                    | P.O. Box 29, University Park, IA 52595           | 800-686-8391 | www.vennard.edu        |
| Waldorf College                    | 106 S. 6th St., Forest City, IA 50436            | 800-292-1903 | www.waldorf.edu        |
| Wartburg College                   | 100 Wartburg Blvd., Waverly, IA 50677            | 800-772-2085 | www.wartburg.edu       |
| William Penn University            | 201 Trueblood Ave., Oskaloosa, IA 52577          | 800-779-7366 | www.wmpenn.edu         |





## Iowa Apprenticeship Programs

### Registered apprenticeships in Iowa

Apprenticeship training connects job seekers wishing to learn new skills with employers looking for qualified workers. Employers,

employer associations and joint labor-management organizations, known collectively as apprenticeship sponsors, provide apprentices with instruction that reflects industry needs.

### What are the benefits of apprenticeship?

Apprentices benefit through paid training, up-to-date curricula and skills portability. Employers benefit through a larger number of highly skilled workers, an enhanced competitive edge,

and improved worker productivity. Everyone benefits through a skilled workforce, increased competitiveness and economic growth.

### What rate of pay can an apprentice expect?

The average starting wage for Iowa apprentices is \$11.67 per hour and increases progressively upon satisfactory completion of competencies and skill

sets. The average wage for an apprenticeship completer in Iowa is \$22.30 per hour.

### Where can a prospective apprentice get more information about a specific apprenticeship program?

Visit <http://www.doleta.gov/oa> and <http://www.careervoyages.gov>

For more information, contact an Office of Apprenticeship Representative:

Des Moines – Jan Smith, 515-284-4690

Davenport – Bob Snyder, 563-324-1339

Cedar Rapids – Tim Carson, 319-362-2494



# Career Exploration and Planning

## Iowa Workforce Development Centers

| City           | Location  | Phone        | Fax          |
|----------------|---|--------------|--------------|
| Algona         | 117 East Call Street, Algona, IA 50511-2451             | 515-295-7219 | 515-295-6916 |
| Ames           | 122 Kellogg Avenue, Ames, IA 50010-0410                 | 515-232-6572 | 515-232-0299 |
| Atlantic       | 508 Poplar, Atlantic, IA 50022-1252                     | 712-243-2351 | 712-243-5584 |
| Boone          | 718 8th Street, Boone, IA 50036-2705                    | 515-432-5806 | 515-432-5403 |
| Burlington     | 1000 North Roosevelt Avenue, Burlington, IA 52601-0609  | 319-753-1671 | 319-753-5881 |
| Carroll        | 619 North Carroll Street, Carroll, IA 51401-2332        | 712-792-2685 | 712-792-6605 |
| Cedar Rapids   | 800 7th St., SE, Cedar Rapids, IA 52406-0729            | 319-365-9474 | 319-365-9270 |
| Centerville    | 201 N. 13th St., Centerville, IA 52544-1707             | 641-856-6371 | 641-437-4498 |
| Charles City   | 200 Harwood Dr., Charles City, IA 50616-2211            | 641-228-5136 | 641-228-5526 |
| Cherokee       | 923 S. 2nd St., Cherokee, IA 51012-1599                 | 712-225-2274 | 712-225-2274 |
| Clarinda       | 121 S. 15th St., Office A, Clarinda, IA 51632-2245      | 712-542-6563 | 712-542-5986 |
| Clinton        | 2740 S. 17th Street, Clinton, IA 52732-7040             | 563-242-1703 | 563-242-1304 |
| Council Bluffs | 300 W. Broadway, Ste. 13, Council Bluffs, IA 51503-9030 | 712-242-2100 | 712-242-2155 |
| Creston        | 215 North Elm, Creston, IA 50801-0348                   | 641-782-2119 | 641-782-7060 |
| Dakota City    | 203 Main St (courthouse), Dakota City, IA 50529-0100    | 515-332-2145 | 515-332-4025 |
| Davenport      | 902 W. Kimberly Rd. Ste. 51, Davenport, IA 52806-5783   | 563-445-3200 | 563-445-3240 |
| Davenport      | 326 W. 3rd S. Ste. 910, Davenport, IA 52801             | 563-336-3477 | 563-336-3494 |
| Decorah        | 1111 Paine St. Ste. G, Decorah, IA 52101-2411           | 563-382-0457 | 563-387-0905 |
| Denison        | 1413 Broadway, Denison, IA 51442-2064                   | 712-263-6102 | 712-263-5127 |
| Des Moines     | 430 E. Grand Ave., Des Moines, IA 50309-1920            | 515-281-9619 | 515-281-9640 |
| Dubuque        | 590 Iowa St., Dubuque, IA 52004-0757                    | 563-556-5800 | 563-556-0154 |
| Emmetsburg     | 2008 10th St., Emmetsburg, IA 50536-2444                | 712-852-3412 | 712-852-3175 |
| Estherville    | 620 1st Ave. S., Estherville, IA 51334                  | 712-362-7327 | 712-362-7742 |
| Fairfield      | 112 S. Court, Ste. B, Fairfield, IA 52556-3327          | 641-472-5466 | 641-472-5056 |
| Fort Dodge     | 225 Ave. M, Fort Dodge, IA 50501-5789                   | 515-576-3131 | 515-955-1420 |
| Fort Madison   | 610 8th St., Fort Madison, IA 52627-2866                | 319-372-4412 | 319-372-5008 |
| Glenwood       | 101 Central St. Ste. 105, Glenwood, IA 51534-0269       | 712-527-5214 | 712-527-5214 |
| Harlan         | 1210 7th St., Ste. D, Harlan, IA 51537-1755             | 712-755-3777 | 712-755-7343 |
| Iowa City      | 1700 S. 1st Ave. Ste. 11B, Iowa City, IA 52244-2390     | 319-351-1035 | 319-351-4433 |
| Iowa Falls     | 524 Lawler Ste. B, Iowa Falls, IA 50126-2212            | 641-648-4781 | 641-648-6611 |
| Keokuk         | 106 Washington St., Keokuk, IA 52632-2313               | 319-524-1862 | 319-524-8362 |
| Manchester     | 223 W. Main St., Manchester, IA 52057-1533              | 563-927-4447 | 563-927-6534 |
| Maquoketa      | 714 W. Platt, Maquoketa, IA 52060-2120                  | 563-652-5000 | 563-652-6904 |
| Marshalltown   | 3405 Center St., Marshalltown, IA 50158-0497            | 641-754-1400 | 641-754-1443 |
| Mason City     | 600 S. Pierce, Mason City, IA 50401-4836                | 641-422-1524 | 641-422-1543 |
| Mason City     | NIACC Activity Center, Rm. 209, Mason City, IA 50401    | 641-422-4292 | 641-422-4430 |
| Mount Pleasant | 217 E. Monroe, Mount Pleasant, IA 52641-1918            | 319-385-4241 | 319-385-4358 |
| Muscatine      | 2213 Grand Ave., Muscatine, IA 52761-5650               | 563-263-3521 | 563-263-5037 |
| New Hampton    | 951 N. Linn Ave. Ste. 4, New Hampton, IA 50659-1203     | 641-394-4649 | 641-394-6909 |
| Newton         | 115 N. 3rd Ave. W., Newton, IA 50208-3218               | 641-792-5131 | 641-792-9908 |
| Oelwein        | 400 S. Frederick Ave., Oelwein, IA 50662-2505           | 319-283-2751 | 319-283-2436 |
| Osceola        | 2520 W. McLane, Osceola, IA 50213-0321                  | 641-342-4955 | 641-342-6168 |
| Oskaloosa      | 408 S. 11th St., Oskaloosa, IA 52577-3402               | 641-673-9494 | 641-672-1224 |
| Ottumwa        | 310 W. Main St., Ottumwa, IA 52501-0717                 | 641-684-5401 | 641-684-4351 |
| Ottumwa        | 651 Indian Hills Dr., Ste. 1, Ottumwa, IA 52501         | 641-682-8577 | 641-682-0102 |
| Pella          | 612 Franklin St., Ste. 101, Pella, IA 50219-1665        | 641-628-4511 | 641-628-8353 |
| Perry          | 607 1st St., Perry, IA 50220-1804                       | 515-465-3537 | 515-465-5669 |
| Pocahontas     | 17 3rd Ave. NE, Pocahontas, IA 50574-1626               | 712-335-4244 | 712-335-4244 |
| Red Oak        | 1000 N. Broadway, Red Oak, IA 51566-1408                | 712-623-2569 | 712-623-3227 |
| Shenandoah     | 500 N. Broad St., Shenandoah, IA 51601-1318             | 712-246-4470 | 712-246-5112 |
| Sioux Center   | 251 N. Main St. #102, Sioux Center, IA 51250-1873       | 712-722-4813 | 712-722-4814 |
| Sioux City     | 2508 4th St., Sioux City, IA 51101-2298                 | 712-233-9030 | 712-277-8438 |
| Spencer        | 217 W. 5th St., Spencer, IA 51301-1087                  | 712-262-1971 | 712-262-1963 |
| Storm Lake     | 824 Flindt Dr. Ste. 106, Storm Lake, IA 50588-3208      | 712-732-1576 | 712-732-2536 |
| Washington     | 111 Westview Dr., Washington, IA 52353-1913             | 319-653-4787 | 319-398-1043 |
| Waterloo       | 925 E. 4th St., Waterloo, IA 50703-3925                 | 319-235-9672 | 319-235-1068 |
| Waterloo       | 3420 University Ave. Ste. A, Waterloo, IA 50701         | 319-291-2546 | 319-291-2723 |
| Waverly        | 415 W. Bremer Ave., Waverly, IA 50677-3145              | 319-352-3844 | 319-352-3142 |

